



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

SECRETARY I

- DATE: April 10, 2006
- SALARY: \$27,385 - \$37,750
- NATURE OF WORK: This is entry level responsible secretarial and related work in the Planning & Development Department.
- HOURS: Monday – Friday
9:00 A.M. – 5:00 P.M.
Must be able to attend two evening meetings per month.
- WORKSITE LOCATION: Planning & Development Department
1607 NW 136th Avenue, Bldg. B, Sunrise
- EDUCATION: Graduation from an accredited high school or G.E.D. equivalency diploma.
- EXPERIENCE: --Two (2) years full-time (or equivalent) paid experience as a Secretary, **OR** two (2) years as a Clerk Typist II with the City of Sunrise.
--Ability to type 40 correct words per minute.
TYPING TEST REQUIRED AT TIME OF APPLICATION
--Ability to communicate with the public; both personal and telephone contact.
--Experience in Microsoft Word, Excel and HTE preferred.
--Government office experience a plus.
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V